

Air Force Communications Agency

***I n t e g r i t y - S e r v i c e - E x c e l l e n
c e***

Electronic Records Management - Lead Command



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Overview



- **ERMS Take Away**
- **ERMS Issue**
- **ERM Climate**
 - **Previous ERMS Efforts**
 - **Web-Based Solution**
 - **Architectures**
- **Where we are today**
 - **Pilot Project**
- **What's Next**
- **Way Ahead**
 - **Standardized API**
 - **Enterprise Fit**

**Integrated Enterprise Information Management
Environment**

Integrity - Service - Excellence



ERMS Take Away



- **Significant lack of AF focus on RM Issues**
 - Paper Process Electronic Rcrds Mgmt S/W
 - User (Defined as All DoD empl) training
- **Maturity of S/W available in market**
 - Client/Server vs Web-based Systems
- **Market response to Enterprise Need**
 - Focus on Document Vs Record Management
- **Network flight subsumes RM function**
 - NOSC need to be aware of RM issues (FOIA, PA)
 - Integrated RM/NOSC team to control data

**Electronic Records Management System vs
“Automated Records Management”**



ERMS Issue



- **Paper based policy constrains development**
 - **DoD 5015.2 Std - paper constrained**
 - **COTS software constrained by 5015.2**
 - **Automated Records Mgmt fails**
- **No Automation of Disposition**
- **No Automation of Transfer/Control**
- **No Automation of Event (for event - driven records)**

**DoD 5015.2 is Paper solution superimposed on
Electronic Computational Media**



ERM Climate



- **DoD 5015.2-STD guides vendor development**
 - Incorporates paper based process written by records managers with “paper based experience”
 - Vendors build to DoD 5015.2-STD requirements
 - DISA/JITC certifies products to DoD 5015.2-STD
- **Outcome: Merges RM/DM, adds Inefficiency**
 - Records and Document Management boundaries blurred by DoD 50515.2-STD compliance
 - DoD 5015.2-STD restricts ability to capitalize on technology
 - Creates inefficient architectures and file plan rules



ERM Climate



■ **Solution**

- **Let technology drive capabilities = web-based**
- **Empower records managers to automate disposition decisions**
- **Dramatically reduce files rules and tables**
- **Enable users to file records locally, track globally**

Focus: Keep it simple to overcome user culture



Previous ERMS Efforts



- **Client-Server Applications**
 - **Limited user base capabilities = multiple systems for enterprise**
 - **Cost prohibitive for enterprise solution**
 - **Ugly logistics for S/W upgrades, patches**
 - **Large number of server/seat licenses**
 - **Duplication of repository (RM and DM)**
 - **Heavy bandwidth implications**
 - **Security implications (disparity of control)**

Previous ERMS efforts show market lack of focus on providing enterprise solution



Web-Based Solution



- **Embedded, virtually transparent e-records engine in all common applications**
- **Single web enclave accessed via existing browsers**
- **Declare and file a record in 5 seconds**
 - **Record remains local, tracked universally**
- **Compatible with available DM solutions**

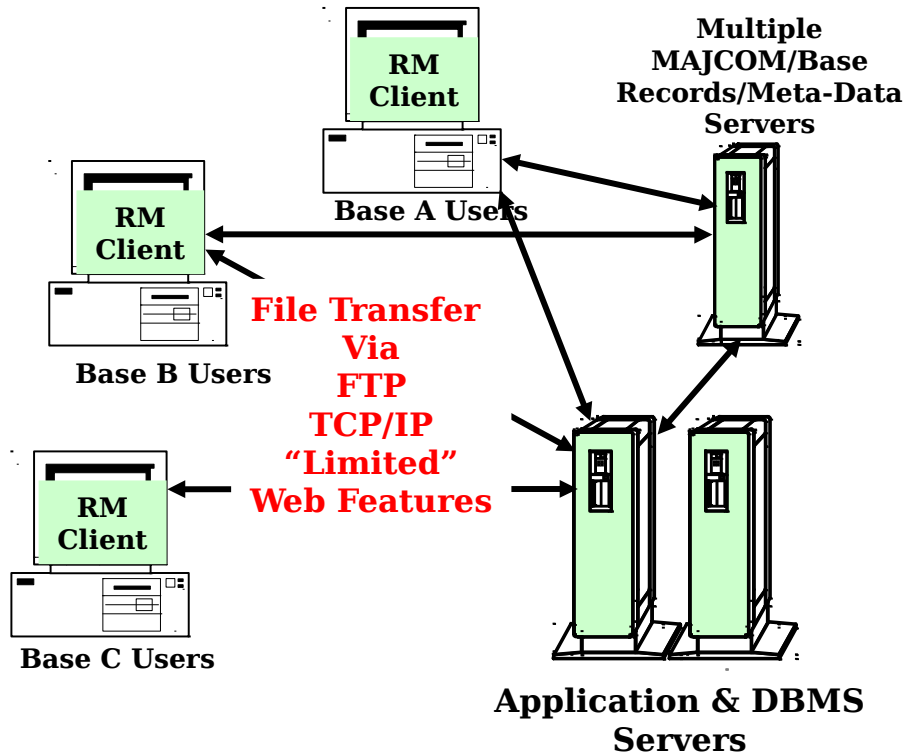
Enterprise-wide tool, local control



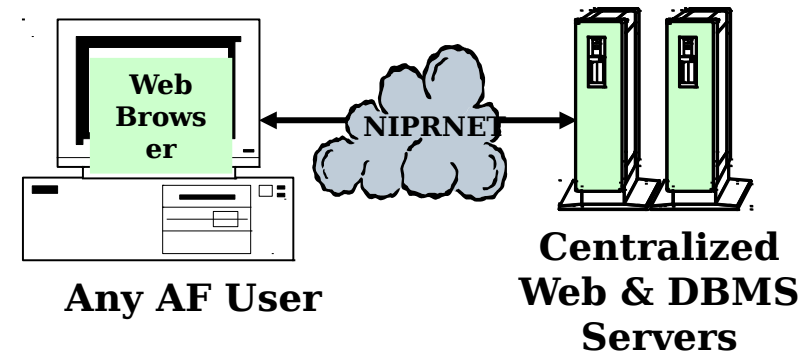
Architectures



Client-Server



Web-Based



Tarian e-RecordsEngine (TeRe)

**ForeMost
e-Manage
Cimage**

**Hummingbird
Trim
e-Records Management**

**Future Web-
based
Offerings**

**Livelihood
Hummingbird
ForeMost**



Where We Are Today



- **Analyzed offerings and selected the only web-based offering for pilot**
 - **Tarian e-Records Engine/SharePoint Portal Server integrated solution**
- **Pieces in place:**
 - **Contractors in place: contract awarded for SW integration, system implementation, training, helpdesk**
 - **Participants signed up: HQ USAF/IL, TRANSCOM, PACAF, AMC, AFMIA**
 - **Hardware ready: DISA-DECC, Oklahoma City, OK**

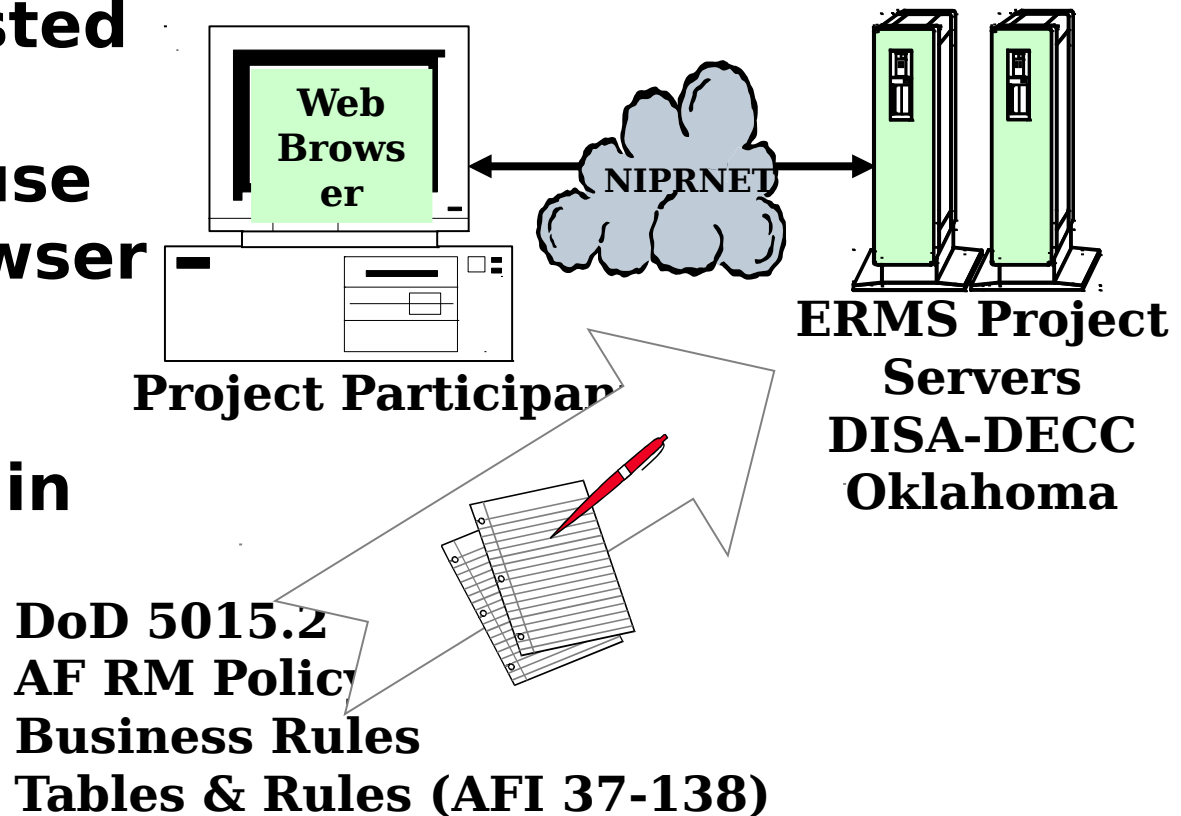
A Web-Based Pilot Project



Pilot Project



- **Web - Based**
- **Hardware hosted at DECC**
- **Participants use only web browser**
- **Mandated RM requirements implemented in SW**





What's Next

- **AFCA, PACAF, ACC, AFDPO pilot efforts**
- **AF/CIO look at policy/business rules**
 - **Working group composed of pilot RMs**
- **AF look at DoD 5015.2 Std, joint effort**
 - **Records Managers**
 - **Network Engineers**
 - **Software Applications Designers**

**Synergy should be gained from duplicate efforts -
role of Lead Command Manager**



Way Ahead



- **Shift AF RM paradigm from paper-based to electronic**
 - **AF revise RM business policies/rules**
 - **DoD 5015.2-STD update**
- **Derive enterprise solution**
 - **Apply lessons learned**
 - **Finalize architecture**
- **Develop enterprise RM implementation plan**



Way Ahead



- **Create EIM SPO**
 - **Analyze and define charter**
 - **Identify funding, management structure, skill sets**
 - **Stand-up SPO**
- **Implement and incorporate RM/DM solution directly into AF Enterprise**
 - **Require a standardized API for all e-Records engines**
 - **Integrate records engines into major systems (i.e.: GCSS, ABSS, etc.)**

Implement Enterprise-wide



Standardized API



Vendor A e-RecordsEngine



Vendor B



Vendor C



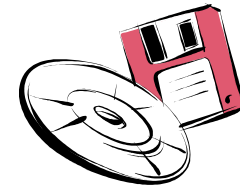
Vendor D



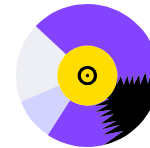
**Future Updated
Engines**



**Standardized
Application Programming
Interface (API)**



MS Office Applications



E-Mail Applications



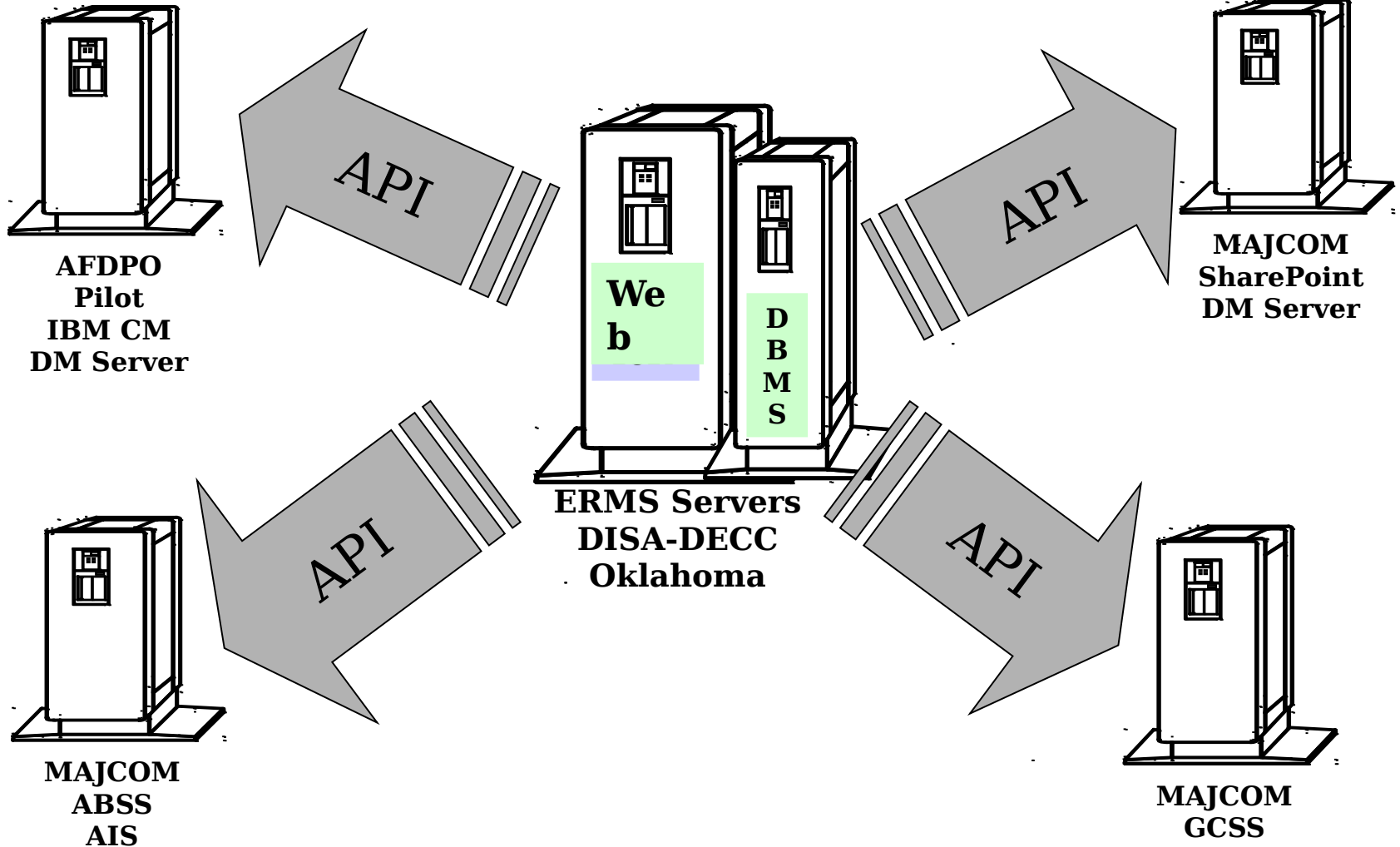
AF Applications



Any Other Applications

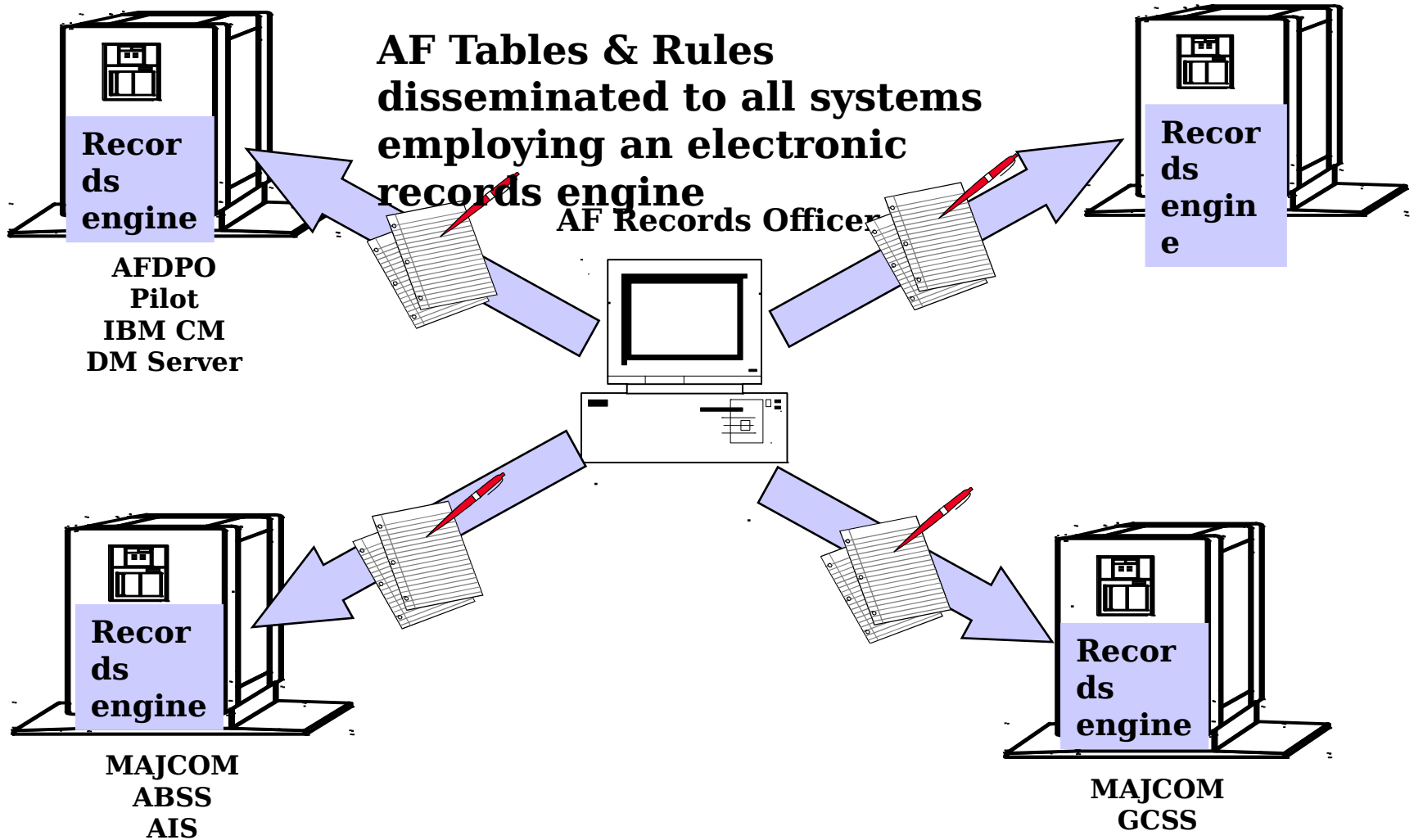


Enterprise Fit





Enterprise Fit



Air Force Communications

Agency
Integrity - Service - Excellence

